**TENANT DATA SHEET**

*Please complete and return form to the PROPERTY MANAGER –* *ASSISTANT: Amy Weber at* *aweber@blockllc.com*

|  |  |
| --- | --- |
| Building Name:       | Date Completed:       |
| Building Address:       | Suite #:       |
| Business Name:       | Hours of Operation:       |
| Is this a main location or branch office?:       | Number of Employees:       |

Business Classification (Example: warehouse, retail, office, construction, etc):

**Contact During Business Hours:**

|  |  |
| --- | --- |
| 1st Daily Contact:       | Phone #:       |
| Email Address:       | Fax #:       |
| 2nd Daily Contact:       | Phone #:       |
| Email Address:       | Fax #:       |
| Accounts Payable Contact:       | Are they at this office (yes or no)?:       |
| If no, address:       | Phone #:       |
| Email Address:       | Fax #:       |

**Alarm Company Information:**

|  |  |
| --- | --- |
| Do you have a burglar alarm? (yes or no):       | If yes, name of burglar alarm company:       |
| Phone # of company:       | Whom does company contact (name):       |
| Do you have a fire alarm? (yes or no):       | If yes, name of fire alarm company:       |
| Phone # of company:       | Whom does company contact (name):       |

Do you warehouse or store any products on site which might be hazardous during a fire? (yes or no):

If yes, please identify:

**Emergency Contact During Non-Business Hours:**

|  |  |
| --- | --- |
| 1st Emergency Contact:       | Home phone #:       |
| Email Address:       | Cell phone #:       |
| 2nd Emergency Contact:       | Home phone #:       |
| Email Address:       | Cell phone #:       |
| 3rd Emergency Contact:       | Home phone #:       |
| Email Address:       | Cell phone #:       |

**Additional Leasing/Corporate Information:**

|  |  |
| --- | --- |
| Contact Name:       | Title:       |
| Full Address:       | Phone #:       |
| Email Address:       | Fax #:       |

**----------------------------------------------Important Information Below- Please complete-----------------------------------**

**Building Engines ~ Service Request:**

Block Maintenance Solutions has selected Building Engines as our internet based system used for receiving, processing, and recording maintenance and service requests.

The Building Engines System will instantly send a request to your assigned maintenance personnel and assign and track all tenant maintenance requests via the internet, thereby significantly reducing maintenance response time. Unlike requests that are submitted over the telephone, a Building Engines maintenance request will not be delayed due to voicemail delays, human error, or unforeseen staff unavailability. Additionally, Building Engines allows for real-time tracking of work order progress via the internet, thus enabling you to verify the status of your maintenance requested at any time, day or night.

Please complete the request below, and we will contact you with the proper login information for Building Engines.

**Please list all contacts that will need access to input service requests:**

|  |  |
| --- | --- |
| Primary Contact:       | Email:       |
| Alternate Contact:       | Email:       |
| Alternate Contact:       | Email:       |
| Alternate Contact:       | Email:       |
| Emergency Contact:       | Email:       |

|  |  |  |
| --- | --- | --- |
| Completed By:       | Title:       | Date Completed:       |